

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system.

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SCHEDULE TITLE: HUMAN RESOURCES GENERAL SUPPORT SERVICES
FSC Group - 738X

Contract Number – GS-02F-0203N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: September 22, 2013 through September 21, 2018

Contractor: Corporate Employment Resources, Inc.
900 17th Street, NW, Suite 950
Washington, DC 20006

Contact: Patricia J. Goldman
patricia.goldman@corestaff.com
Telephone: (301) 949-2304
Fax: (301) 942-4378

Website: www.corestaff.com

Business Size: Large Business

CUSTOMER INFORMATION FOR ORDERING ACTIVITIES

1. Table of Awarded Special Item Number(s)
SCHEDULE 738X
SIN(s) awarded: 595-21 Human Resources General Support Services
2. ALL SIN(s) Maximum Order: \$1,000,000.00.
3. MINIMUM ORDER LIMITATION: \$100.00.
4. GEOGRAPHIC COVERAGE (DELIVERY AREA): 48 Contiguous States, Alaska, Hawaii, Puerto Rico and the District of Columbia.
5. Points of Production: Not Applicable
6. Discount from list prices or statement of net prices: Prices herein already reflect discounts.
7. Quantity Discounts: As negotiated on individual orders.
8. Prompt Payment Terms: One-quarter of one percent (1/4%) – net 10 days from receipt of invoice or date of acceptance, whichever is later.
9. Governmentwide commercial purchase cards: Accepted for payments equal to or less than the micro-purchase threshold AND for dollar amounts over the micro-purchase threshold.
10. Foreign Items: Not applicable
- 11a. Time of Delivery: As indicated in individual orders
- 11b. Expedited Delivery: Not applicable
- 11c. Overnight and 2-day Delivery: Not applicable
- 11d. Urgent Requirements: Contact the Contractor for the purpose of obtaining accelerated delivery pursuant to Clause No. I-FSS-140-B, Urgent Requirements.
12. F.O.B. Point(s): Not applicable
13. Ordering Address:

Corporate Employment Resources, Inc.
Attn: Patricia Goldman

900 17th Street NW, Suite 950
Washington, DC 20006
Phone: (301) 949-2304/Fax: (301) 942-4378

14. Payment Address

CORESTAFF Services
P.O. Box 60876
Charlotte, NC 28260-0876

15. Warranty Provision – As stipulated by Inspection and Acceptance requirements of individual orders.

16. Export Packaging Charges, if applicable – Not applicable

17. Terms and conditions of Government purchase card acceptance: No additional discounts granted for credit card usage.

18. Terms and conditions of rental maintenance and repair – Not applicable

19. Terms and conditions of installation – Not applicable

20. Terms and conditions of repair parts indicating date of parts lists and any discounts from list price. Not applicable

20a. Terms and conditions for any other services (if applicable) – Not applicable

21. List of Service and Distribution Points – Not applicable

22. List of participating dealers (if applicable) – Not applicable

23. Preventive Maintenance (if applicable) – Not applicable

24a. Special attributes such as environmental attributes - Not applicable

24b. Section 508 compliance information availability – Not applicable

25. Data Universal Number System (DUNS) number – 11-366-5462

26. Notification regarding registration in Central Contractor Registration (CCR) database: CCR registration complete.

Special Item Number (SIN) 595-21 – Human Resources General Support Services

DEFINITION OF LABOR CATEGORIES

All of the services offered under Corporate Employment Resources GSA Contract Number GS-02F-0203N are based upon hourly rates. Following the summary list of labor categories given below is a definition of each of the labor categories approved under this SIN. The definition includes minimum training, experience, certifications (if any), security clearances, and degrees.

A. INFORMATION TECHNOLOGY SERVICES (ITS)

Database Administrator
Database Analyst
HRIS Network Specialist
System Administrator
Network Manager
Computer System Analyst
Senior Computer System Analyst
Web Analyst
Software Development Analyst

B. FINANCIAL/ACCOUNTING SERVICES (FAS)

Program Manager
Project Manager
Financial Manager
Subject Matter Expert
Accounting Analyst
Senior Accounting Analyst
Cost Analyst
Senior Cost Analyst
Financial Systems Analyst
Senior Financial Systems Analyst
Financial Analyst
Senior Financial Analyst
Accountant
Senior Accountant

Analyst
Senior Analyst
Quality Assurance Specialist
Research Specialist

C. HUMAN RESOURCES SERVICES (HRS)

Staffing Specialist
Administrative Specialist
Recruiter
Employee Benefits Specialist
Employee Relations Specialist
Human Resources Generalist
Human Resources Specialist
Senior Employee Benefits Specialist
Senior Employee Relations Specialist
Senior Human Resources Generalist
Senior Human Resources Specialist
Human Resources Manager
Human Resources Director
Human Resources Consultant
Assistant Project Manager
Project Manager
Program Manager

D. LIBRARY SERVICES (LS)

Library Assistant
Library Technician I, II, III
Quality Assurance Specialist
Quality Assurance Manager
Library Paraprofessional
Librarian I, II
Cataloger
Senior Cataloger
Senior Librarian / Library Manager
Consulting Librarian
Librarian Project Manager

E. RECORDS MANAGEMENT SERVICES (RMS)

Records Assistant
Data Specialist I, II
Document Preparation Assistant
Records Specialist I, II, III, IV
Records Technician I, II, III
Imaging Technician
Imaging Specialist I, II
Records Coordinator
Records Supervisor
Records Manager I, II
Records Management Consultant

DETAILED DESCRIPTIONS BY LABOR CATEGORY

A. INFORMATION TECHNOLOGY SERVICES (ITS)

ITS – 1 Database Administrator

General Experience: Database Administrators have at least two or more years of related experience.

Functional Responsibility: Assists in maintaining database applications; provides data administration design and support for systems.

- Develops and incorporates data policy, procedures, standards and guidelines for application implementation
- Works with end-users to ensure data integrity and data access
- Provides technical assistance in all facets of database administration to include data standards, synchronization, access, security and administration
- Develops and supports data policy, procedures, standards and guidelines for application implementation

Minimum Education: Associate's Degree or equivalent experience

ITS – 2 Database Analyst

General Experience: Database Analysts have at least two or more years of related experience.

Functional Responsibility: Reviews, evaluates, designs, implements and maintains company database.

- Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams
- Documents the data flow process, provides quality control of the database
- Writes codes for database access, modifications and constructions, including storied procedures
- Performs variety of data and database tasks

Minimum Education: Bachelor's Degree or equivalent experience

ITS – 3 HRIS Network Specialist

General Experience: HRIS Network Specialists have two or more years of related experience.

Functional Responsibility: Installs, configures and maintains the organization's Human Resource Information Systems wide area and/or local area networks.

- Maintains external and internal web presence
- Assists in building networks; administers and maintains networks
- Performs systems backups on internal and external web network servers
- Designs and supports server systems and supporting software

Minimum Education: Bachelor's Degree or equivalent experience

ITS – 4 System Administrator

General Experience: System Administrators have two or more years of related experience.

Functional Responsibility: Manages the daily activities of configuration and operation of computer systems.

- Optimizes system operation and resource utilization.

- Provides assistance to users in accessing and using systems
- Performs system capacity analysis and planning
- Documents program functions

Minimum Education: Associate's Degree or equivalent experience

ITS – 5 Network Manager

General Experience: Network Managers have three or more years of related experience.

Functional Responsibility: Installs, configures and maintains organization's wide area and local area networks.

- Builds networks and maintains external and internal web presence
- Performs system backups on internal and external network servers
- Designs and supports server systems and supporting software
- Designs the organization's network infrastructure
- Administers the networks

Minimum Education: Bachelor's Degree or equivalent experience

ITS – 6 Computer System Analyst

General Experience: Computer System Analysts have two or more years of related experience.

Functional Responsibility: Reviews, analyzes, develops, installs and modifies computer operating systems.

- Analyzes and resolves problems associated with operating systems and software
- Detects, diagnoses and reports related problems
- Reviews, analyzes and evaluates business systems and user needs
- Formulates, documents and communicates functional requirements for systems to parallel overall business strategies
- Documents user needs, program functions and process to develop or modify computer programs

Minimum Education: Associates Degree or equivalent experience

ITS – 7 Senior Computer System Analyst

General Experience: Senior Computer System Analysts have four or more years of related experience.

Functional Responsibility: Reviews, analyzes, develops, installs and modifies computer operating systems.

- Analyzes and resolves problems associated with operating systems and software
- Detects, diagnoses and reports related problems
- Reviews, analyzes and evaluated business systems and user needs
- Formulates, documents and communicates functional requirements for systems to parallel overall business strategies
- Documents user needs, program functions and process to develop or modify computer programs

Minimum Education: Associate's Degree or equivalent experience

ITS – 8 Web Analyst

General Experience: Web Analysts have three or more years of related experience. *Functional Responsibility:* Design and construct web pages/sites; develop and maintain the organization's Internet portal.

- Provides and maintains ongoing design of the website
- Designs, develops and implements software packages for web sites
- Troubleshoots, debugs and implements software code
- Performs backups and ensures user accessibility
- Monitors site traffic and scales site capacity to meet performance demand
- Improves organization's web efficiency

Minimum Education: Bachelor's Degree or equivalent experience.

ITS – 9 Software Development Analyst

General Experience: Software Development Analysts have two or more years of related experience.

Functional Responsibility: Reviews, analyzes and modifies software programming applications.

- Designs, modifies, develops, writes and implements software programming applications
- Encodes, tests, debugs and documents programs
- Supports and/or installs software applications
- Participates in test review and analysis, test witnessing and certification of software

Minimum Education: Associate's Degree or equivalent experience

B. FINANCIAL/ACCOUNTING SERVICES (FAS)

FAS – 1 Program Manager

General Experience: Program Managers have more than ten years of progressively responsible experience, including assignment supervision and management.

Functional Responsibility: Manages multiple contract support operations, oversees accomplishment of contractual obligations, provides interface with client management personnel.

- Directs completion of contract projects within estimated time frames and budget constraints
- Organizes, directs and coordinates contract support activities.
- Identifies and commits resources required to support contract activities
- Creates and oversees quality control measures
- Manages staff/leads a team

Minimum Education: B.A. or B.S. Degree, Masters Degree preferred

FAS – 2 Project Manager

General Experience: Project Managers have more than five years of progressively responsible experience, including supervisory experience.

Functional Responsibility: Responsible for the successful day to day management of a task order, ensuring that all deliverables are met according to the schedule.

- Organizes, directs and coordinates all project activities
- Provides guidance and direction to team
- Reviews work product for accuracy, ensuring quality control
- Interfaces with the client
- Manages staff/leads a team

Minimum Education: B.A. or B.S. Degree

FAS – 3 Financial Manager

General Experience: Financial Managers have more than twelve years of progressively responsible experience, including extensive supervisory and management experience.

Functional Responsibility: Provides financial advice, support and strategic analysis; may lead or supervise a team of finance professionals.

- Provides and interprets financial information; develops complex financial models
- Performs risk assessment, business modeling and forecasting
- Conducts reviews and evaluations; prepares reports for senior management
- Participates in strategic planning; develops and reviews processes for compliance with government standards and accounting principles
- Manages staff/leads a team

Minimum Education: B.A. or B.S. Degree, Masters Degree

FAS – 4 Subject Matter Expert

General Experience: Subject Matter Experts have more than twelve years of progressively responsible experience.

Functional Responsibility: Provides areas of specific expertise to analyze and develop plans and requirements for financial systems.

- Provides guidance and direction for a specific project and sub-tasks; ensures accuracy of policies and procedures
- Coordinates and manages implementation of integrated financial management systems
- Provides complex statistical modeling and analysis; ensures integrity of data
- Interfaces with client at senior level; prepares reports for senior management

Minimum Education: B.A. or B.S. Degree, Masters Degree and/or specialized certification

FAS – 5 Accounting Analyst

General Experience: Accounting Analysts have three or more years of related experience.

Functional Responsibility: Maintains accounting records; assures generally accepted accounting principles are followed; performs accounting studies and financial analysis.

- Assesses products and procedures for compliance with government standards, accounting principles, and internal controls
- Assesses operational weaknesses, performs process improvement analysis
- Compiles narrative, statistical and graphical material concerning budgetary issues

- Provides budgetary and financial advice in the development of budget requirements

Minimum Education: B.A. or B.S. Degree

FAS – 6 Senior Accounting Analyst

General Experience: Senior Accounting Analysts have six or more year of progressively responsible experience.

Functional Responsibility: Performs a wide range of administrative and analytical tasks in the formulation, presentation, administration and management of budgets.

- Provides budgetary and financial advice in the development of budgets
- Oversees the preparation of periodic and special financial reports
- Develops methods of systematic review of internal operating procedures and processes
- Integrates business, cost accounting and financial reporting with management processes
- Supervises/leads a team

Minimum Education: B.A. or B.S. Degree

FAS – 7 Cost Analyst

General Experience: Cost Analysts have three or more years of related experience.

Functional Responsibility: Provides data collection, cost estimating and economic analysis support.

- Reports status of cost/estimating activities
- Provides analytical support and data analysis; prepares reports
- Assists with development of policies and procedures and compliance reviews
- Maintains and improves cost analysis systems and infrastructure

Minimum Education: B.A. or B.S. Degree

FAS – 8 Senior Cost Analyst

General Experience: Senior Cost Analysts have six or more years of progressively responsible experience.

Functional Responsibility: Conducts economic analysis and cost estimation; reports status of cost analysts to client management.

- Develops complex quantitative cost models using standard estimating methodologies
- Performs variance analysis between standard and actual costs; develops life cycle cost estimates
- Performs cost risk assessments; develop forecasts and budgets
- Supervises/leads a team

Minimum Education: B.A. or B.S. Degree

FAS – 9 Financial Systems Analyst

General Experience: Financial Systems Analysts have more than three years of related experience.

Functional Responsibility: Creates and maintains the financial accounting structure.

- Develops and maintains customized financial reports
- Provides technical support and training for all financial applications
- Maintains and enhances user and administrator financial systems documentation

- Understands user requirements and develops workable automated solutions

Minimum Education: B.A. or B.S. Degree

FAS – 10 Senior Financial Systems Analyst

General Experience: Senior Financial Systems Analysts have more than seven years of progressive responsible experience.

Functional Responsibility: Provides budgeting, forecasts and financial analysis; optimizes and automate business practices.

- Manages system conversions and implementation
- Ensure ongoing availability and integrity of financial systems and processes
- Implements and develops user computer based financial systems
- Prepares milestone reports for senior management
- Supervises/leads a team

Minimum Education: B.A. or B.S. Degree

FAS – 11 Financial Analyst

General Experience: Financial Analysts have more than three years of related experience.

Functional Responsibility: Performs analysis of financial statements, cost data, operating expenses and project reports.

- Reviews and analyses records of financial transactions
- Makes initial assessments and recommendations
- Monitors and tracks obligation and expenditures; detects, reconciles and remedies fiscal discrepancies
- Assists in preparation of milestone status reports and presentations

Minimum Education: B.A. or B.S. Degree

FAS – 12 Senior Financial Analyst

General Experience: Senior Financial Analysts have at least seven years of progressively responsible experience.

Functional Responsibility: Formulates strategic financial plans, prepares cost estimates and correlates financing requirements into executable budgets.

- Provides financial modeling and financial statement analysis
- Performs complex analysis in areas such as budgets, strategic plans, treasury and/or credit functions
- Coordinates, negotiates and resolves financial compliance issues
- Establishes and defines program plan requirements; prepares reports
- Supervises/leads a team

Minimum Education: B.A. or B.S. Degree

FAS – 13 Accountant

General Experience: Accountants have two or more years of related experience.

Functional Responsibility: Examines, analyzes and interprets accounting records; applies accounting principles to accounting statements and reports.

- Prepares journal entries, income and balance sheet entries

- Performs reconciliations and account analysis
- Audits records to verify accuracy
- Researches and resolve problems

Minimum Education: B.A. or B.S. Degree

FAS – 14 Senior Accountant

General Experience: Senior Accountants have four or more years of related experience.

Functional Responsibility: Creates, implements and administers accounting systems according to generally accepted accounting principles.

- Oversees the preparation of reports and statistics
- Creates processes and procedures to ensure accuracy and efficiency.
- Manages accounting control procedures
- Performs audits to verify accuracy
- Supervises/leads a team

Minimum Education: B.A. or B.S. Degree

FAS – 15 Analyst

General Experience: Analysts have at least one year of related experience.

Functional Responsibility: Assesses products and procedures for compliance with government standards and sound financial management principles.

- Documents and analyzes information and data; evaluates organization structure and requirements
- Assists with development of requirements, specifications, and business processes
- Assists with development of recommendations and reports

Minimum Education: B.A. or B.S. Degree

FAS – 16 Senior Analyst

General Experience: Senior Analysts have at least three years of related experience.

Functional Responsibility: Provides specific expertise in one or more key areas such as program analysis and documentation, project control, project planning and scheduling and risk assessment.

- Supervises and performs complex evaluations of existing procedures, processes models and systems
- Support the completion of tasks within estimated time frames and budget constraints.
- Prepares reports for senior management
- Supervises/leads a team

Minimum Education: B.A. or B.S. Degree

FAS – 17 Quality Assurance Specialist

General Experience: Quality Assurance Specialists have at least two years of related experience.

Functional Responsibility: Provides support to technical and management personnel, including data input, documentation support, project administration and records management support.

- Performs quality checks on output of designated systems and employees
- Administers programs to gather and report data as directed
- Provides file review support and audit support services
- Provides reports

Minimum Education: A.A. Degree or equivalent experience

FAS – 18 Research Specialist

General Experience: Research Specialists have at least two years of related experience.

Functional Responsibility: Using administrative software packages, performs word processing, inputs data into electronic spreadsheets, collates information into reports and assists with preparing presentations.

- Inputs information in prescribed formats
- Tracks and records data; generates reports on inputted data
- Performs quality control, ensures accuracy of data
- Maintain data related files; documents process for data input

Minimum Education: A.A. Degree or equivalent experience

C. HUMAN RESOURCES SERVICES (HRS)

HRS – 5 Staffing Specialist

General Experience: Staffing Specialists have three or more years of related experience.

Functional Responsibility: Ensures applicants are properly screened, tested, interviewed and oriented.

- Creates and maintains employee files
- Conducts comprehensive searches for qualified applicants
- Ensures applicants are appropriately prescreened, tested, entered into database
- Conducts interviews
- Performs reference checks
- Acts as liaison between applicant and organization

Minimum Education: Associate's Degree or equivalent experience

HRS – 6 Administrative Specialist

General Experience: Administrative Specialists have three or more years of related experience.

Functional Responsibility: Provides advanced office support, plans and organizes administrative operations, assists with program planning and development.

- Creates and manages documentation in electronic and hard copy formats.
- Prepares required reports; arranges travel for staff; assembles material for meetings; orders supplies
- Develops spreadsheets and reports to track budgets, expenditures
- Provides formatting and editing for reports, proposals and presentations
- Maintains departmental calendar; schedules meetings

Minimum Education: Associates Degree or equivalent experience

HRS – 7 Recruiter

General Experience: Recruiters have three or more years of related experience.

Functional Responsibility: Manages the process for attracting and recruiting qualified candidates; works with hiring managers to identify personnel needs.

- Creates and posts position appropriate ads; searches recruiting resources to identify and recruit candidates
- Reviews resumes and credentials, prescreens candidates, recommends qualified candidates for hiring manager interviews
- Acts as liaison between candidate and hiring manager
- Identifies and participates in networking activities, career fairs and other opportunities to promote employment and find qualified candidates
- Maintains documentation, updates databases, tracks hiring metrics and manages other information as appropriate

Minimum Education: Bachelor's Degree or equivalent experience

HRS – 8 Employee Benefits Specialist

General Experience: Employee Benefits Specialists have three or more years of related experience.

Functional Responsibility: Manages the day to day administration of group benefit plans and assists in the research, design and development of new benefits programs.

- Administers benefits program; assists in evaluating prospective new programs
- Presents complex benefits information to groups
- Manages vendor relationships; serves as liaison with benefits providers
- Develops employee benefit procedures; oversees the maintenance of employee benefit records
- Facilitates annual enrollment procedures; provides updated benefits information

Minimum Education: Bachelor's Degree or equivalent experience

HRS – 9 Employee Relations Specialist

General Experience: Employee Relations Specialists have three or more years of related experience.

Functional Responsibility: Administers employee relations programs, functions, and in-house training; insures work performance conforms to established policies.

- Investigates problems, including disciplinary actions and working conditions; provides guidance and recommendations for problem resolution
- Assists employees and management in resolution of work related conflicts; provides recommendations for solutions
- Provides information to employees regarding government/agency rules, regulation and procedures

- Prepares reports; gathers information; provides trends analysis; monitors compliance
- Maintains and updates personnel benefits records

Minimum Education: Bachelor's Degree or equivalent experience

HRS – 10 Human Resources Generalist

General Experience: Human Resource Generalists have three or more years of related experience.

Functional Responsibility: Manages the administration of human resources policies, procedures and programs.

- Manages recruitment process and staffing logistics
- Maintains company salary structure, job documentation and job evaluations systems
- Prepares internal employee communications regarding compensation, benefits or company policies
- Provides advice, assistance and follow-up on company policies, procedures and documentation
- Develops and recommends operating policy and procedural improvements

Minimum Education: Bachelor's Degree or equivalent experience

HRS – 11 Human Resources Specialist

General Experience: Human Resources Specialists have three or more years of related experience.

Functional Responsibility: Assists with development and implementation of human resources functions, policies, procedures, systems and plans

- Coordinates with benefits, training, and recruitment specialists; interfaces with IT, Payroll and other departments
- Provides data analysis, statistical tracking and reporting, updates information systems;
- Manages applicant recruitment and selection, employee relations and benefits, classification, compensation and performance appraisal
- Serves as liaison with outside benefits providers; monitors employee enrollment and termination of benefits; administers workers compensation, leave and disability programs
- Ensures policies and procedures are clearly communicated; answers employee questions, resolves employee issues

Minimum Education: Bachelor's Degree or equivalent experience

HRS – 12 Senior Employee Benefits Specialist

General Experience: Senior Employee Benefits Specialists have five or more years of related experience.

Functional Responsibility: Plans and directs the administration of group benefit programs; updates existing benefit programs; designs and develops new benefits programs.

- Reviews existing benefit programs to ensure benefits are competitive; researches benefit trends; evaluates prospective benefits programs
- Advises management on benefit programs; recommends changes; measures and reports usage as required
- Assures organization compliance on all relevant government regulations
- Creates and executes long term plans; set milestones and timelines
- Develop benefits communication processes for employees; ensures accuracy and dissemination of benefits information

Minimum Education: Bachelor's Degree, professional certifications preferred

HRS – 13 Senior Employee Relations Specialist

General Experience: Senior Employee Relations Specialists have five or more years of related experience.

Functional Responsibility: Plans and administers employee relations policy; provides guidance in labor law; oversees performance management.

- Interprets labor laws, guidelines and regulations for management
- Develops and implements human resource policies and programs
- Manages disciplinary actions; performs workplace investigations and conflict resolution
- Provides guidance to management regarding employee issues
- Reviews, analyzes and makes necessary changes to job classifications

Minimum Education: Bachelor's Degree, professional certifications preferred

HRS – 14 Senior Human Resources Generalist

General Experience: Senior Human Resources Generalists have five or more years of related experience.

Functional Responsibility: Plans and administers human resources policies, processes and procedures; provides guidance in human resource issues.

- Collects and analyzes data; prepares reports; makes recommendations to management
- Prepares and disseminates internal employee communication regarding benefits and company policies
- Interprets labor law and agency policy to provide recommendations to management
- Provides daily supervision and direction to staff
- Recommends and oversees human resource databases, computer software systems and manual filing systems

Minimum Education: Bachelor's Degree, professional certifications preferred

HRS – 15 Senior Human Resources Specialist

General Experience: Senior Human Resources Specialists have five or more years of related experience.

Functional Responsibility: Plans and administers policies in employee relations, performance management, records management; provides guidance in human resources issues.

- Identifies, recommends, and implements human resources programs and processes
- Ensures compliance with employment laws and government regulations
- Develops and delivers human resources training to staff
- Collects and analyses data; prepares reports; makes recommendations to management
- Investigates and resolves employee issues

Minimum Education: Bachelor's Degree, professional certifications preferred

HRS – 16 Human Resources Manager

General Experience: Human Resource Managers have seven or more years of progressively responsible experience, including three or more years of supervisory experience.

Functional Responsibility: Oversees human resources staff and issues ranging from employee relations and benefits to implementation and execution of government regulations.

- Develops and manages benefits, evaluations, training programs
- Ensures administration of relevant employment law requirements and government regulations
- Supervises professional and paraprofessional human resources staff
- Acts as liaison between employees and organization; promotes strategies for workplace conflict resolution
- Coordinates implementation of human resources services, policies and programs

Minimum Education: Bachelors degree and professional certifications, advanced degree preferred

HRS – 17 Human Resources Director

General Experience: Human Resources Directors have ten or more years of managerial experience.

Functional Responsibility: Originates and leads human resources practices and objectives; manages the overall provision of services, policies and programs; advises management on issues.

- Develops policies for compliance with employment law and government regulations
- Provides direction for employee development, training and relations
- Oversees compensation and benefits administration; investigates and promotes strategies for appropriate compensation and benefits
- Oversees relationships with vendors; evaluates vendor offerings; makes recommendations to management on vendor contracts
- Manages human resources department; contributes to organization development, provides recommendations and advice to management

Minimum Education: Masters Degree, professional certifications

HRS – 18 Human Resources Consultant

General Experience: Human Resources Consultants have fifteen or more years of managerial experience.

Functional Responsibility: Provides consultative human resources services to client organizations; ensures that policies are aligned with organization objectives and government regulations.

- Leads organizational assessment; develops policies and implements organizational strategy
- Facilitates the staffing process; reviews recruitment to ensure workforce planning needs are met
- Designs and implements the performance management system
- Interfaces with corporate management to maximize operational objectives across the organization
- Reviews and revises corporate policies to ensure government regulations are met
- Provides recommendations and guidance to management

Minimum Education: Masters Degree, professional certifications

HRS – 19 Assistant Project Manager

General Experience: Assistant Project Managers have seven or more years of progressively responsible experience.

Functional Responsibility: Assists the Project Manager in supporting all aspects of project performance.

- Supervises staff; provides training, assesses and evaluates staff

- Organizes and assigns responsibilities
- Oversees the successful completion of tasks; monitors progress to contractual goals; ensures accuracy of work product
- Collects statistics, provides information for technical and management reports
- Assists in meeting requirements and fulfilling all project goals

Minimum Education: Bachelor's Degree or equivalent experience

HRS – 20 Project Manager

General Experience: Project Managers have ten or more years of progressively responsible experience.

Functional Responsibility: Manages the onsite team and is responsible for all technical aspects of project performance.

- Provides leadership and direction of project
- Supervises staff in all aspects of project activity; oversees the successful completion of tasks
- Assesses and evaluates staff; organizes and assigns responsibilities to staff; provides training as required
- Develops and maintains technical and management reports
- Ensures successful fulfillment of project requirements; interfaces with client representative to ensure success of project

Minimum Education: Bachelor's Degree or equivalent experience

HRS – 21 Program Manager

General Experience: Program Managers have ten or more years of progressively responsible experience.

Functional Responsibility: Responsible for all contractual aspects of project performance.

- Serves as contractors authorized interface with the client for all aspects of contract, including financial, technical and administrative responsibilities
- Monitors and is responsible for overall contract performance
- Designs work standards, assigns personnel, reviews reports, assesses project management
- Communicates organization policies, purposes and goals to project management and staff
- Oversees project development, funding and resources

Minimum Education: Master's degree, professional certifications

D. LIBRARY SERVICES (LS)

LS - 1 Library Assistant

Job Description: Provides routine clerical support for the maintenance of day-to-day library functions or special projects.

Duties / Responsibilities: Shelving (familiarity with classification); sorting; photocopying; book processing; bar-coding.

Education: High School Diploma or equivalent.

Skills: Capable of alphanumeric filing including decimal classification systems. General knowledge of library clerical operations.

Experience: 3 months relevant work experience.

Other Requirements: Physical ability to spend extending periods of time lifting books, standing, or pushing loaded book trucks. Requires direct supervision.

LS – 2 Library Technician I

Job Description: Provides support for the technical services functions of the library.

Duties / Responsibilities: Serials check-in; document delivery; keying orders and checking-in shipments; staffing circulation desk; mail routing; data input.

Education: High School Diploma or equivalent.

Skills: Requires basic knowledge of library terminology and operations. Ability to apply library guidelines and procedures.

Experience: 3 months relevant work experience.

Other Requirements: Ability to work with a personal computer and relevant library software. Customer service skills. Requires little or no supervision.

LS – 3 Library Technician II

Job Description: Provides technical support to librarians and other professional staff to assure that library materials are properly shelved and documented and that patron requests are processed in a timely and accurate fashion.

Duties / Responsibilities: Serials check-in; ILL processing; data entry including simple cataloging edits in OCLC or patron records in local systems; keying orders and checking-in shipments; staffing circulation desk. File loose-leaf updates and/or update titles with pocket part supplements.

Education: One year of college or equivalent experience.

Skills: Requires knowledge of library terminology and operations. Excellent attention to detail, organizational skills.

Experience: 6 months relevant work experience.

Other Requirements: Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Customer service skills. Requires minimal supervision.

LS – 4 Library Technician III

- Job Description:* Provides technical support to librarians and other professional library staff.
- Duties / Responsibilities:* Routine cataloging of library materials; ILL requests; including searching OCLC and local catalogs. Routine reference inquiries. Bibliographic verification on order requests. May direct library clerks or technicians in general stack maintenance or in section of department, such as ordering or receiving section of acquisitions department, preparing materials in cataloging department, or loan or reserve desk operation of circulation department. File loose-leaf updates and/or update titles with pocket part supplements. May train or supervise Library Clerks and Library Technicians and quality control their work.
- Education:* 2 years college education or equivalent experience.
- Skills:* Sufficient knowledge of duties of Library Technicians. Excellent attention to detail and organizational skills. Ability to problem-solve as appropriate.
- Experience:* 1 year relevant work experience.
- Other Requirements:* Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Customer service skills. Ability to train and supervise others. Ability to work independently.

LS – 5 Quality Assurance Specialist

- Job Description:* Assists the Quality Assurance Manager with applying and maintaining the quality standards in accordance with the library's requirements.
- Duties / Responsibilities:* Compile statistical data concerning productivity and quality. Review the work of Library Clerks or Library Technicians. Report to Project Manager or Librarian on the status of the project. Direct work flow of team to assure maximum productivity. Perform or direct tasks which require additional research or special processing outside the scope of routine requirements of the project. Perform trouble-shooting activities as needed.
- Education:* 2 years college or equivalent experience.
- Skills:* Attention to detail; ability to consistently apply established principles and procedures. Able to perform library tasks at a Library Tech II level or higher. Ability to work independently and problem-solve as appropriate.
- Experience:* 1 year relevant work experience.

Other Requirements: Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Ability to train and supervise others. Works with minimal supervision. Relies on limited experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field or project.

LS – 5 Quality Assurance Manager

Job Description: Develops and maintains quality standards in accordance with the library's requirements.

Duties / Responsibilities: Provide quality oversight for staff comprised of library paraprofessionals, technicians and clerks. Review statistics and analyze workflow for areas for improvement. Present statistics to Project Manager, Librarian, or client and make recommendations for changes in procedures or staffing. Supervise Quality Assurance Specialist.

Education: Masters in Library or Information Science or bachelor's degree and 2 years relevant work experience.

Skills: Broad based knowledge of library field. Proven leadership and management capabilities.

Experience: 2 years relevant work experience.

Other Requirements: Familiar with the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Very good communication and interpersonal skills are required. Generally manages a group of exempt and nonexempt employees. A wide degree of creativity and latitude is required.

LS – 6 Library Paraprofessional

Job Description: Provides basic reference assistance to library patrons. Assists the professional library staff with cataloging, acquisitions, and inter-library loan (ILL) functions.

Duties / Responsibilities: Directional and basic reference, refer inquiries, when appropriate, to the Librarian; on-line searching; copy cataloging; acquisitions, including placing orders and accounts payable; indexing and abstracting. May train or supervise Library Clerks and Library Technicians.

Education: Bachelor's degree or equivalent experience.

Skills: Demonstrated knowledge of relevant library procedures and functions. Familiarity with Internet and subscription on-line databases. Ability to analyze patron needs and assist or refer as appropriate. Ability to problem-solve as appropriate.

Experience: 2 years relevant work experience.

Other Requirements: Experience working with a personal computer and relevant library software. Good verbal and written communication skills. Customer service skills. Ability to train and supervise others. Ability to work independently.

LS – 7 Librarian I

Job Description: Maintains library collection of books, serial publications, documents, audiovisual and other materials and assists in locating and obtaining materials. Provides information on library activities, facilities, rules and services, as required by the library manager. May serve as database administrator for the library's automated system(s).

Duties / Responsibilities: Reference; online searching; basic cataloging; collection maintenance and development activities; acquisitions; database administration; indexing and abstracting; web content development; and supervision of projects. May train or supervise Library Clerks or Library Technicians.

Education: Masters in Library or Information Science.

Skills: General knowledge of Library field. Knowledge of online databases, such as Dialog and Lexis-Nexis; knowledge of technical services practices.

Experience: 1 year relevant work experience.

Other Requirements: Relies on limited experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field. Good communication and interpersonal skills. Ability to perform a variety of tasks. Some degree of creativity and latitude is expected. Ability to train and supervise others.

LS – 7 Librarian II

Job Description: Maintains library collection of books, serial publications, and documents, audiovisual and other materials. May serve as database administrator for the library's automated library system.

Duties / Responsibilities: Reference; online searching; basic cataloging as part of collection maintenance and development activities; acquisitions; database administration; indexing and abstracting; web content development; and supervision of projects. Use experience and judgment to plan and accomplish goals. May train or supervise Library Clerks or Library Technicians.

Education: Masters in Library or Information Science.

Skills: Broad based knowledge of the Library field. Familiarity with online databases, such as Dialog and Lexis-Nexis; knowledge of technical services practices.

Experience: 3 years relevant work experience.

Other Requirements: Relies on experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field. Good communication and interpersonal skills. Ability to perform a wide variety of tasks. Creativity and latitude is expected. Ability to train and supervise others.

LS – 8 Cataloger

Job Description: Applies appropriate cataloging and classification procedures in accordance with current library standards.

Duties / Responsibilities: Catalog and classify all library materials. Can include both copy and original cataloging. May train and supervise Library Technicians and Library Paraprofessionals in basic cataloging duties.

Education: Masters in Library or Information Science.

Skills: Knowledge of cataloging principles and procedures; knowledge of AACR II, LCSH; knowledge of automated cataloging systems. Ability to analyze and consistently apply established principles and procedures. Able to problem solve as appropriate.

Experience: 6 months relevant work experience.

Other Requirements: Familiar with standard concepts, practices and procedures of the field. Relies on experience and judgment to plan and accomplish goals. Independent worker. Ability to train and supervise others.

LS – 9 Senior Cataloger

Job Description: Develops and implements appropriate cataloging and classification procedures in accordance with current library standards. May serve as administrator of the library's automated cataloging system.

Duties / Responsibilities: Catalog and classify those materials requiring original cataloging. Maintain the automated cataloging system, including thesauri and subject heading databases. May supervise catalogers or other technical services staff.

Education: Masters in Library or Information Science.

Skills: Knowledge of cataloging principles and procedures; knowledge of AACR II, LCSH; knowledge of automated cataloging systems. May require a working knowledge of foreign languages.

Experience: 3 years relevant work experience.

Other Requirements: Relies on experience and judgment to plan and accomplish goals. Familiar with standard concepts, practices and procedures of the field. Good communication and interpersonal skills. Independent worker. Ability to train and supervise others.

LS – 10 Senior Librarian / Library Manager

- Job Description:* Provides oversight for all administrative and operational functions of the Library.
- Duties / Responsibilities:* Interview and select staff. Supervise, train and evaluate work performance of subordinate personnel. Develop, implement, and evaluate the library's distribution procedures. Develop, monitor, and implement cost effective improvements to the library's operation. Prepare and manage materials budget. Perform complex reference research functions. Oversight of collection development. Remain current with new trends in library technology. Responsible for planning and budgeting.
- Education:* Masters in Library or Information Science. May require course work in disciplines such as business, engineering, music, or computer science in support of a subject-specific library.
- Skills:* Working knowledge of acquisitions, cataloging, reference, and automated library systems. May require advanced knowledge of special subject tools and resources.
- Experience:* 5 years relevant work experience.
- Other Requirements:* Familiar with the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Generally manages a group of exempt and nonexempt employees. A wide degree of creativity and latitude is expected.

LS – 11 Consulting Librarian

- Job Description:* Analyzes, assesses and provides solutions to highly complex issues, functions or systems within the library.
- Duties / Responsibilities:* May include: needs analysis; workflow analysis; user feedback; feasibility studies; system design and implementation.
- Education:* Masters in Library or Information Science. May require a degree in a field appropriate to the specialized area in which consultation is required.
- Skills:* Broad based knowledge of the field. Proficient in areas such as systems planning, conversions, database design, and library management as needed to complete the project.
- Experience:* 5 years relevant work experience.
- Other Requirements:* Relies on experience and judgment to plan and accomplish goals. Familiar with concepts, practices and procedures within the particular field. Works independently within the scope of the project. Excellent customer relations, communication and interpersonal skills. Creativity and latitude is required.

LS – 12 Librarian Project Manager

<i>Job Description:</i>	Oversees workflow, quality review, task assignment, and time and attendance.
<i>Duties / Responsibilities:</i>	Day-to-day operational management of all activities and functions in a designated project area within the library, including developing, implementing and evaluating program policies, procedures and standards; determining program service levels and enhancements; developing and monitoring program budgets; providing technical advice and/or supervision to staff.
<i>Education:</i>	Masters in Library or Information Science.
<i>Skills:</i>	General knowledge of the library field. Proven leadership and management capabilities.
<i>Experience:</i>	3 years relevant work experience.
<i>Other Requirements:</i>	Familiar with the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Very good communication and interpersonal skills are required. Generally manages a group of exempt and nonexempt employees. A wide degree of creativity and latitude is required.

E. RECORDS MANAGEMENT SERVICES (RMS)

RMS - 1 Records Assistant

<i>Job Description:</i>	Performs general clerical duties related to records management.
<i>Duties / Responsibilities:</i>	Duties include filing, limited data entry, sorting mail, processing materials, answering phones and other duties as assigned.
<i>Education:</i>	High School Diploma or equivalent.
<i>Skills:</i>	Ability to use alpha/numerical filing systems. General knowledge of basic clerical operations. Strong attention to detail.
<i>Experience:</i>	3 months relevant work experience.
<i>Other Requirements:</i>	Ability to move, lift and carry up to 25 lbs. Requires direct supervision.

RMS – 2 Data Specialist I

<i>Job Description:</i>	Enters, transcribes and verifies alpha/numeric record data into an online computer system.
<i>Duties / Responsibilities:</i>	Data entry of a variety of records management information into various databases. File tracking and input of new records information in an automated system.
<i>Education:</i>	High School Diploma or equivalent.
<i>Skills:</i>	Ability to enter 5,000 keystrokes per minute. Strong attention to detail and accuracy skills. Works well in a production environment.
<i>Experience:</i>	6 months relevant work experience.
<i>Other Requirements:</i>	Basic computer and database skills. Tasks are generally routine in nature and procedures are well defined. Requires direct supervision.

RMS – 3 Data Specialist II

<i>Job Description:</i>	Enters, transcribes and verifies alpha/numeric record data into an online computer system.
<i>Duties / Responsibilities:</i>	Data entry of a variety of records management information into various databases. Conduct file tracking and input of new records information in an automated system. Maintain files and records of entry activities.
<i>Education:</i>	High School Diploma or equivalent.
<i>Skills:</i>	Ability to enter 7,500 keystrokes per minute. Strong attention to detail and accuracy skills. Works well in a production environment.
<i>Experience:</i>	One year relevant work experience.
<i>Other Requirements:</i>	Basic computer and database skills. Tasks are somewhat complex in nature and work procedures are usually well defined. Ability to work on a variety of projects. Performs duties with little or no supervision.

RMS – 4 Document Preparation Assistant

<i>Job Description:</i>	Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for imaging, scanning, microfilming, photocopying, photographic, and other reproducing office machines.
<i>Duties / Responsibilities:</i>	Cut documents into individual pages of standard size and format when allowed by margin space. Reproduce document pages to improve clarity or to reduce several pages into a single page. Stamp standard symbols on pages or insert instruction cards between pages of material to indicate special handling. Prepare cover sheet and document folder for material, and index card for organizations' files.

Education: High School Diploma or equivalent.

Skills: Ability to work in high-volume document processing environment. Ability to follow directions and *apply rules*.

Experience: 6 months relevant work experience.

Other Requirements: Requires direct supervision.

RMS – 5 Records Specialist I

Job Description: Performs routine filing and sorting of paper files and documents in office or records management setting.

Duties / Responsibilities: Filing using alphabetical and/or numerical filing systems. Manual indexing and sorting of paper files and/or other types of records medium according to an established index. Affix labels to file folders and boxes.

Education: High School Diploma or equivalent.

Skills: Ability to use alpha/numerical filing systems. General knowledge of basic clerical operations. Strong *attention to detail skills*.

Experience: 3 months relevant work experience.

Other Requirements: Ability to move, lift and carry up to 25 lbs. Requires direct supervision.

RMS – 6 Records Specialist II

Job Description: Performs routine filing and some data entry in an office or records management setting.

Duties / Responsibilities: File using alphabetical and/or numerical filing systems. Manual indexing and sorting of paper files and/or other types of records medium according to an established index. Retrieve files and prepare them for delivery to requestors. Create file folders and labels. Manual and some automated file or record tracking. Limited data entry.

Education: High School Diploma or equivalent.

Skills: Ability to use alpha/numeric filing systems, knowledge of coding or indexing documents. Strong attention to detail and customer service skills.

Experience: 6 months relevant work experience.

Other Requirements: Experience working with a personal computer. Ability to move, lift, and carry up to 25 lbs. Requires direct supervision.

RMS – 7 Records Specialist III

- Job Description:* Creates, indexes, files, codes, and maintains both paper and electronic records and files. Performs routine data entry in an office or records management setting.
- Duties / Responsibilities:* Filing using alphabetical and/or numerical filing systems. Manual indexing and sorting of paper files and/or other types of records medium according to an established index. Retrieve files and prepare them for delivery to requestors. Create file folders and labels. Prepare and/or code documents or files. Maintain existing records systems. Perform data entry.
- Education:* High School Diploma or equivalent.
- Skills:* Ability to use alpha/numeric filing systems, knowledge of coding or indexing documents. Data entry. General understanding of records management concepts. Strong organizational and customer service skills.
- Experience:* 1 year of relevant work experience.
- Other Requirements:* Ability to work with a personal computer. Ability to move, lift, and carry up to 25 lbs. Requires little or no supervision.

RMS – 8 Records Specialist IV

- Job Description:* Maintains a wide variety of manual and automated records systems. Uses some subject-matter knowledge and judgment to complete assignments.
- Duties / Responsibilities:* File using alphabetical and/or numerical filing systems. Manual indexing and sorting of paper files and/or other types of records medium. Retrieve files and prepare them for delivery to requestors. Create and organize files. Label, prepare and/or code documents or files. Manual and automated file or record tracking. Data entry. File tracking using records management software.
- Education:* High School Diploma or equivalent.
- Skills:* Ability to use alpha/numeric filing systems, knowledge of coding or indexing documents. Data entry into a database. Use of an automated records system. General understanding of records management systems and concepts. Strong organizational and customer service skills.
- Experience:* 2 years of relevant work experience.
- Other Requirements:* Experience working with a personal computer and records management software. Ability to move, lift, and carry up to 25 lbs. Works with minimal supervision.

RMS – 9 Records Technician I

- Job Description:* Works in a records center maintaining manual and electronic files and filing systems. Uses subject-matter knowledge and judgment to complete assignments.
- Duties / Responsibilities:* Responsible for manual and automated file maintenance in the records center and other file areas within the company. File tracking and input of new record information in an already established, automated system. Maintain an inventory in a manual or automated system.
- Education:* High School Diploma or equivalent.
- Skills:* Ability to file using manual and electronic alpha/numeric filing systems. Understands records management systems and concepts. Ability to use database software. Strong organizational and customer service skills.
- Experience:* 1 year of relevant work experience.
- Other Requirements:* Experience working with a personal computer and records management software. Ability to move, lift, and carry up to 25 lbs. Works with minimal supervision.

RMS – 10 Records Technician II

- Job Description:* Performs all functions involved in the ongoing operations of a records center.
- Duties / Responsibilities:* Responsible for manual and electronic file maintenance in the records center and other file areas within the company. File tracking and input of new record information in an already established, automated system. Assist with records retention or records disposition duties. Prepare files for transfer to off-site storage and work with off-site storage vendor to retrieve documents. Maintain an inventory in a manual or automated system.
- Education:* High School Diploma or equivalent.
- Skills:* Ability to work independently and problem-solve as appropriate. Strong organizational and customer service skills. Good written and oral communication skills.
- Experience:* 1 year of relevant work experience.
- Other Requirements:* Experience working with a personal computer and records management software. Ability to move, lift and carry up to 25 lbs. Works under general supervision.

RMS – 11 Records Technician III

- Job Description:* Assists with the organization and operation of a records center. Performs all functions involved in the ongoing operations of a records center.

Duties / Responsibilities: Responsible for manual and/or electronic file maintenance in the records center and other file areas within the company. Conduct file tracking and input of new record information in an automated system if available. Assist with all aspects of records retention or records disposition duties. Prepare files for off-site storage and work with off-site storage vendor to retrieve documents. Maintain an inventory in a manual or automated system.

Education: Two years of college or equivalent experience.

Skills: Ability to work independently and problem-solve as appropriate. Strong organizational and customer service skills. Good written and oral communication skills are required.

Experience: 2 years of relevant work experience.

Other Requirements: Experience working with a personal computer and records management software or a document tracking system. Works with little or no supervision. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others on a project basis. Ability to move, lift, and carry up to 25 lbs.

RMS – 12 Imaging Technician

Job Description: Document preparation, indexing and/or coding of documents. Performs some scanning and imaging.

Duties / Responsibilities: Document preparation including fastener removal, repair of damage and legibility enhancement. Prepare materials for filming or scanning: organize; pull staples, paper clips, etc. Limited indexing and/or coding of documents. May operate scanning and/or imaging equipment in a high-volume production area. Retrieve information as requested.

Education: High School Diploma or equivalent.

Skills: Ability to handle high volume of documents. Pull staples & paper clips. Under supervision, operates *scanning and imaging equipment*.

Experience: 6 months relevant work experience.

Other Requirements: Experience working with a personal computer. Requires direct supervision.

RMS – 13 Imaging Specialist I

Job Description: Uses scanning and imaging equipment in a high-volume copy or production center.

Duties / Responsibilities: Operate scanning/imaging equipment. Perform optical character recognition and text correction on documents. Indexing or coding of documents. Perform quality assurance tasks. Work on high-volume projects. Determine appropriate scanner settings based on document type. Prepare documents for scanning.

Education: High School Diploma or equivalent experience.

Skills: Ability to index and code documents and provide quality assurance. Ability to analyze and consistently apply established principles and procedures. Able to problem solve as appropriate.

Experience: 1 year of relevant experience.

Other Requirements: Experience working with a personal computer. Requires little or no supervision.

RMS – 14 Imaging Specialist II

Job Description: Uses scanning and imaging equipment in a high-volume copy or production center.

Duties / Responsibilities: Operate scanning and imaging equipment. Perform optical character recognition and text correction on documents. Store image and text files. Perform quality assurance tasks. Use specialty high-resolution scanners to process digital assets from other mediums such as microfiche, film or video. Handle historical or archival materials and fragile documents. Establish indexes of scanned documents.

Education: High School Diploma or equivalent.

Skills: Ability to operate high-resolution scanners and work with historical records or archives. Ability to analyze and consistently apply established principles and procedures. Able to problem solve as appropriate.

Experience: 2 years relevant work experience.

Other Requirements: Experience working with a personal computer. Requires little or no supervision.

RMS – 15 Records Coordinator

Job Description: Works under the records manager to ensure that all file related issues are handled in a timely and efficient manner.

Duties / Responsibilities: Perform quality review of the work of the records technicians. Coordinate file needs for the firm or company personnel. Handle special file research or document preparation requests. Oversee the correct implementation of all records retention/disposition schedules for archiving and/or purging documents or files. Responsible for maintaining the automated filing or tracking system. Assist with updating policies and procedures relating to the records system.

Education: Two years of college or equivalent experience.

Skills: Requires knowledge of the day to day operation of a records center with responsibilities for records tracking, problem resolution, and maintaining records retention schedules. Strong organizational and customer service skills. Good written and oral communication skills are required.

Experience: 2 years relevant work experience.

Other Requirements: Experience working with a records management database or filing tracking software. Relies on experience and judgment to plan and accomplish goals. Ability to train and supervise others. Good verbal and written communication skills. Ability to perform a wide variety of tasks.

RMS – 16 Records Supervisor

Job Description: Oversees the operation of a records center or a secondary center. Coordinates the work of records technicians and clerks.

Duties / Responsibilities: Handle special file research or document preparation requests. Make arrangements for urgently needed special requests. Conduct special research projects. Train personnel. Perform complex assignments that require planning and organization. Oversee the correct implementation of all records retention/disposition schedules for archiving and/or purging documents or files. May supervise 2 or more records clerks or technicians.

Education: Two years of college or equivalent experience.

Skills: Requires knowledge of the standard concepts, practices, and procedures in the day to day operation of a records center with responsibility for records tracking, problem resolution and maintaining records retention schedules.

Experience: 3 years of relevant work experience.

Other Requirements: Experience using records management software or a record tracking database. Relies on limited experience and judgment to plan and accomplish goals. Ability to prioritize and juggle multiple tasks well. Good communication and interpersonal skills. Ability to perform a variety of tasks. Some degree of creativity and latitude is expected. Ability to train and supervise others.

RMS – 17 Records Manager I

Job Description: Oversees the operation of a records center.

Duties / Responsibilities: Responsibilities include managing all firm/company file needs. Conduct records assessments and inventories. Create and implement records retention or disposition schedules. Research, develop and implement an automated file tracking/inventory system. Train staff and personnel on record-keeping requirements. Establish and maintain relationships with all relevant vendors. Coordinate quality assurance reviews. Direct the development of records schedules and file plans.

Education: Two years of college or equivalent experience.

Skills: Requires ability to handle the day to day operations of a records center with responsibilities for records tracking, assisting customers, maintaining records retention schedules, managing off-site storage, providing file research, and supervising records staff.

Experience: 4 years of relevant work experience.

Other Requirements: Must have experience working with records management database systems. Ability to train and supervise others. Familiar with standard records management concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Very good communication and interpersonal skills are required. A wide degree of creativity and latitude is expected.

RMS – 18 Records Manager II

Job Description: Manages the overall operation of a records center and records center personnel.

Duties / Responsibilities: In addition to duties of Records Manager I; conduct needs assessments and maintain established disaster recovery plans. Oversee all quality assurance aspects for file or document projects. Develop, monitor, and implement cost effective improvements to the department's operation. Prepare and manage the department's budget. Coordinate company or firm moves (i.e. space planning, document protection, security issues, floor reinforcements, etc.) Revise policies, procedures, and regulations as needed. May set up the systems for creating a records center.

Education: Associate of Art Degree or equivalent work experience.

Skills: Ability to manage and assess records center staff. Requires experience working with staff in the assessment, design and implementation of a records management program. Design retention schedules, business contingency planning, space planning and security issues. Broad-based knowledge of the records management field.

Experience: 5 years of progressive records management experience to include 3 years of supervisory duties.

Other Requirements: Familiar with standard records management concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Very good communication and interpersonal skills are required. A wide degree of creativity and latitude is expected.

RMS – 19 Records Management Consultant

Job Description: Analyzes, assesses and provides solutions to highly complex issues, functions or systems related to a company's records management program.

Duties / Responsibilities: May include: needs assessments; workflow analysis; feasibility studies; retention schedules; records program audits and analysis; system design and implementation; disaster recovery plans and vital records programs.

Education: Certified Records Management Certificate or 10 years experience as a Records Manager.

Skills: Requires extensive background relevant to the field of records management. Proficient in areas such as business contingency planning, systems planning, conversions, and database design as needed to complete the project.

Experience: 10 years relevant work experience.

Other Requirements: Familiar with concepts, practices, and procedures within the particular field. Works independently within the scope of the project. Excellent customer relations, communication and interpersonal skills. Creativity and latitude is required. Relies on experience and judgment to plan and accomplish goals

GSA PRICE LIST 9/22/2013 - 9/21/2018

Labor Category	Line No.	Base Yr 9/22/13 - 9/21/14 Hourly Rate	Op Yr I 9/22/14 - 9/21/15 Hourly Rate	Op Yr II 9/22/15 - 9/21/16 Hourly Rate	Op Yr III 9/22/16 - 9/21/17 Hourly Rate	Op Yr IV 9/22/17- 9/21/18 Hourly Rate
Information Technology						
Database Administrator	ITS - 1	\$83.31	\$84.98	\$86.68	\$88.41	\$90.18
Database Analyst	ITS - 2	\$50.89	\$51.91	\$52.95	\$54.00	\$55.09
HRIS Network Specialist	ITS - 3	\$71.26	\$72.69	\$74.14	\$75.62	\$77.13
System Administrator	ITS - 4	\$49.98	\$50.98	\$52.00	\$53.04	\$54.10
Network Manager	ITS - 5	\$64.93	\$66.23	\$67.55	\$68.90	\$70.28
Computer System Analyst	ITS - 6	\$53.68	\$54.75	\$55.85	\$56.97	\$58.10
Senior Computer System Analyst	ITS - 7	\$73.11	\$74.57	\$76.06	\$77.58	\$79.14
Web Analyst	ITS - 8	\$53.68	\$54.75	\$55.85	\$56.97	\$58.10
Software Development Analyst	ITS - 9	\$75.88	\$77.40	\$78.95	\$80.52	\$82.13
Financial/ Accounting						
Program Manager	FAS - 1	\$81.58	\$83.21	\$84.88	\$86.57	\$88.32
Project Manager	FAS - 2	\$72.30	\$73.75	\$75.22	\$76.73	\$78.26
Financial Manager	FAS - 3	\$69.93	\$71.33	\$72.76	\$74.21	\$75.70
Subject Matter Expert	FAS - 4	\$67.28	\$68.63	\$70.00	\$71.40	\$72.83
Accounting Analyst	FAS - 5	\$45.41	\$46.32	\$47.24	\$48.19	\$49.16
Senior Accounting Analyst	FAS - 6	\$64.82	\$66.12	\$67.44	\$68.79	\$70.16
Cost Analyst	FAS - 7	\$50.72	\$51.73	\$52.77	\$53.82	\$54.90
Senior Cost Analyst	FAS - 8	\$68.65	\$70.02	\$71.42	\$72.85	\$74.31
Financial Systems Analyst	FAS - 9	\$61.48	\$62.71	\$63.96	\$65.24	\$66.54
Senior Financial Systems Analyst	FAS - 10	\$78.55	\$80.12	\$81.72	\$83.36	\$85.02
Financial Analyst	FAS - 11	\$53.02	\$54.08	\$55.16	\$56.27	\$57.39
Senior Financial Analyst	FAS - 12	\$70.17	\$71.57	\$73.00	\$74.46	\$75.95
Accountant	FAS - 13	\$46.88	\$47.82	\$48.77	\$49.75	\$50.74
Senior Accountant	FAS - 14	\$65.62	\$66.93	\$68.27	\$69.64	\$71.03
Analyst	FAS - 15	\$46.75	\$47.69	\$48.64	\$49.61	\$50.61
Senior Analyst	FAS - 16	\$64.95	\$66.25	\$67.57	\$68.93	\$70.30
Quality Assurance Specialist	FAS - 17	\$45.56	\$46.47	\$47.40	\$48.35	\$49.32
Research Specialist	FAS - 18	\$45.56	\$46.47	\$47.40	\$48.35	\$49.32

Labor Category	Line No.	Base Year 9/22/13 - 9/21/14 Hourly Rate	Op Yr I 9/22/14 - 9/21/15 Hourly Rate	Op Yr II 9/22/15 - 9/21/16 Hourly Rate	Op Yr III 9/22/16 - 9/21/17 Hourly Rate	Op Yr IV 9/22/17- 9/21/18 Hourly Rate
Human Resources						
Staffing Specialist	HRS - 5	\$45.96	\$46.88	\$47.82	\$48.77	\$49.74
Administrative Specialist	HRS - 6	\$44.36	\$45.25	\$46.15	\$47.08	\$48.01
Recruiter	HRS - 7	\$48.37	\$49.34	\$50.32	\$51.33	\$52.36
Employee Benefits Specialist	HRS - 8	\$45.49	\$46.40	\$47.33	\$48.27	\$49.24
Employee Relations Specialist	HRS - 9	\$48.42	\$49.39	\$50.38	\$51.38	\$52.41
Human Resources Generalist	HRS - 10	\$48.74	\$49.71	\$50.71	\$51.72	\$52.75
Human Resources Specialist	HRS - 11	\$50.99	\$52.01	\$53.05	\$54.11	\$55.19
Senior Employee Benefits Specialist	HRS - 12	\$54.59	\$55.68	\$56.80	\$57.93	\$59.09
Senior Employee Relations Specialist	HRS - 13	\$66.78	\$68.12	\$69.48	\$70.87	\$72.29
Senior Human Resources Generalist	HRS - 14	\$58.42	\$59.59	\$60.78	\$62.00	\$63.24
Senior Human Resources Specialist	HRS - 15	\$59.62	\$60.81	\$62.03	\$63.27	\$64.55
Human Resources Manager	HRS - 16	\$81.58	\$83.21	\$84.88	\$86.57	\$88.31
Human Resources Director	HRS - 17	\$94.07	\$95.95	\$97.87	\$99.83	\$101.83
Human Resources Consultant	HRS - 18	\$111.89	\$114.13	\$116.41	\$118.74	\$121.13
Assistant Project Manager	HRS - 19	\$50.22	\$51.22	\$52.25	\$53.29	\$54.36
Project Manager	HRS - 20	\$63.84	\$65.12	\$66.42	\$67.75	\$69.11
Program Manager	HRS - 21	\$67.66	\$69.01	\$70.39	\$71.80	\$73.24
Library Services						
Library Assistant	LS-1	\$28.80	\$29.38	\$29.96	\$30.56	\$31.18
Library Technician I	LS-2	\$32.46	\$33.11	\$33.77	\$34.45	\$35.14
Library Technician II	LS-3	\$37.88	\$38.64	\$39.41	\$40.20	\$41.01
Library Technician III	LS-4	\$41.74	\$42.57	\$43.43	\$44.29	\$45.18
Quality Assurance Spec	LS-5	\$41.30	\$42.13	\$42.97	\$43.83	\$44.71
Quality Assurance Manager	LS-6	\$56.30	\$57.43	\$58.57	\$59.75	\$60.94
Library Paraprofessional	LS-7	\$56.30	\$57.43	\$58.57	\$59.75	\$60.94
Librarian I	LS-8	\$60.25	\$61.46	\$62.68	\$63.94	\$65.21
*Librarian II	LS-9	\$67.93	\$69.29	\$70.67	\$72.09	\$73.53
Cataloger	LS-10	\$60.25	\$61.46	\$62.68	\$63.94	\$65.21
*Senior Cataloger	LS-11	\$67.93	\$69.29	\$70.67	\$72.09	\$73.53

Labor Category	Line No.	Base Year 9/22/13 - 9/21/14 Hourly Rate	Op Yr I 9/22/14 - 9/21/15 Hourly Rate	Op Yr II 9/22/15 - 9/21/16 Hourly Rate	Op Yr III 9/22/16 - 9/21/17 Hourly Rate	Op Yr IV 9/22/17- 9/21/18 Hourly Rate
*Senior Librarian/Lib Manager	LS-12	\$72.73	\$74.18	\$75.67	\$77.18	\$78.72
*Consulting Librarian	LS-13	\$119.88	\$122.28	\$124.72	\$127.22	\$129.77
*Librarian Project Manager	LS-14	\$67.93	\$69.29	\$70.67	\$72.09	\$73.53
Records Management						
Records Assistant	RMS-1	\$28.80	\$29.38	\$29.96	\$30.56	\$31.18
Data Specialist I	RMS-2	\$29.08	\$29.66	\$30.25	\$30.86	\$31.47
Data Specialist II	RMS-3	\$31.17	\$31.79	\$32.43	\$33.08	\$33.74
Document Prep Assistant	RMS-4	\$28.80	\$29.38	\$29.96	\$30.56	\$31.18
Records Specialist I	RMS-5	\$29.88	\$30.47	\$31.09	\$31.71	\$32.34
Records Specialist II	RMS-6	\$33.14	\$33.80	\$34.48	\$35.17	\$35.87
Records Specialist III	RMS-7	\$36.05	\$36.77	\$37.51	\$38.26	\$39.02
Records Specialist IV	RMS-8	\$37.88	\$38.64	\$39.41	\$40.20	\$41.01
Records Technician I	RMS-9	\$36.33	\$37.06	\$37.80	\$38.55	\$39.33
Records Technician II	RMS-10	\$39.95	\$40.75	\$41.56	\$42.40	\$43.24
Records Technician III	RMS-11	\$41.74	\$42.57	\$43.43	\$44.29	\$45.18
Imaging Technician	RMS-12	\$32.05	\$32.69	\$33.34	\$34.01	\$34.69
Imaging Specialist I	RMS-13	\$36.33	\$37.06	\$37.80	\$38.55	\$39.33
Imaging Specialist II	RMS-14	\$39.95	\$40.75	\$41.56	\$42.40	\$43.24
Records Coordinator	RMS-15	\$51.73	\$52.76	\$53.82	\$54.90	\$55.99
Records Supervisor	RMS-16	\$60.25	\$61.46	\$62.68	\$63.94	\$65.21
*Records Manager I	RMS-17	\$67.93	\$69.29	\$70.67	\$72.09	\$73.53
*Records Manager II	RMS-18	\$79.12	\$80.70	\$82.32	\$83.96	\$85.65
*Records Management Consultant	RMS-19	\$125.48	\$127.99	\$130.55	\$133.16	\$135.82